



## Professional Training Registration Form

### Contact Information

Name		
Department, Agency or Company		
Street Address		
City, Prov., Postal Code		
Home Phone & Fax	Tel:	Fax:
Work Phone		
E-Mail (work & personal)	Work:	Personal:

If you are not alumni of NPSIA or a member of the Ottawa Diplomatic Association would you like to receive email announcements on future training programs? Yes\_\_\_ / No\_\_\_.

If yes please circle or highlight your preferred email address above.

### Program

# The Practical Certificate in Diplomatic Protocol

- 2-Day Workshop – Tuesday, February 19 and Wednesday, February 20, 2019 -  
Carleton University

**Featured Instructor:** Robert Collette

### Fees

**SPECIAL FEE** until January 18, 2019: \$ 600 + HST

See our website for Early, Regular and Alumni / Ottawa Diplomatic Association fees.

### Complete your Registration

Scan and email or post this registration form to NPSIA-PT&D at the coordinates below. You will then be provided with an invoice and will receive instructions for completing your registration by credit card, cheque or wire payment.

Registration - The Office of Professional Training and Development (NPSIA – PT&D)  
Room 2118 Dunton Tower  
Carleton University  
1125 Colonel By Drive, Ottawa, ON K1S 5B5

Email: [npsia-ptd@carleton.ca](mailto:npsia-ptd@carleton.ca)

### Payment and refunds:

**Refund policy:** Registration fees for this workshop are refundable up-to 10 business days before the start of training less \$ 150.00 + HST for administration. This policy does not apply to Corp. Training Agreements.

**Cancellation policy:** NPSIA-PT&D reserves the right to cancel scheduled training programs up-to 5 business days in advance of the start of training should there be insufficient subscription. Full refunds will be issued upon notification.